



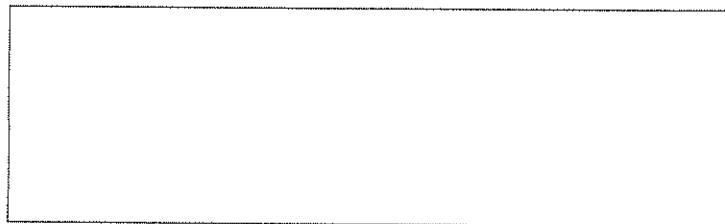
STATE OF MAINE
PUBLIC UTILITIES COMMISSION

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JACK CASHMAN
CHAIRMAN

VENDEAN V. VAFIADES
DAVID LITTELL
COMMISSIONERS

January 11, 2011



TO: All Water Utilities

SUBJECT: 2010 Annual Report to the Public Utilities Commission

NOTE: *IT IS THE RESPONSIBILITY OF THE WATER UTILITY TO ENSURE THAT THE PUC REPORT IS COMPLETED AND FILED IN A TIMELY MANNER.*

Utility Contact Information Sheet Due:	February 18, 2011
Annual Report/Revenue Due Date:	April 1, 2011
Extension Request Deadline:	March 30, 2011

Changes in Report: New Pages: NONE

Source of Gross Revenues: Page W-3(a), line 3

Link to Electronic Copy of Report and Filing Instructions:
<http://www.maine.gov/mpuc/online/forms.shtml>

Link to Filing Site: <http://mpuc.informe.org/filereport>
User ID: annrpt
Password: 176*671

Title 35-A M.R.S.A. § 504 requires that, within three months of closing its accounts each year, public utilities must file a "balance sheet together with other information as the commission may prescribe." Chapter 610 of our rules governs water utility annual report filing. Chapter 610 §D requires that "On or before the following first day of April each water utility shall prepare a report, verified by an officer or owner, on forms furnished by the Commission. This report shall contain such information as the Commission shall prescribe." The information provided by these reports is used by the Commission and other entities for comparative analysis. In recent years, an increasing number of water utilities have submitted incomplete annual reports and thereby have not been in full compliance with Section 504. Such incomplete reporting undermines the usefulness to the Commission and to others in the industry of information that is intended to be made publicly available through the annual report filing process. We, therefore urge all utilities to complete the report in full.

Any request for an extension of the filing deadline must be in writing and must be sent to Lucretia Smith at the Commission by March 30, 2011. For this purpose, an email is acceptable (lucretia.smith@maine.gov). An extension of up to one month may be granted for filing the complete report. However, because the Commission must complete its annual assessment preparation, which requires use of operating revenue information, by May 1 of each year, companies must file revenue information by the April 1 deadline. Utilities with less than \$50,000 in gross revenues will not be assessed, but all utilities must report their revenues. This may be done with a letter to the Commission.

The 2010 Annual Report form is available on our web page under Forms and Applications (www.maine.gov/mpuc). We have in the past allowed water utilities and their consultants to use forms that they have created. However, this has caused a problem because some of the formatting has caused those forms to be electronically very large and as a result, cannot be filed in our electronic filing system. Therefore, all water utilities must use and instruct their consultants to use the form from our web site.

A hard copy of the 2010 Annual Report is available by contacting the Commission. We understand that some of the smaller utilities may not have web access at their offices. However, access to the web is available at every local library.

While we believe that it is beneficial for both the Commission and the utility to complete the PUC report in its entirety, the complete report is only required for utilities with annual gross revenues of greater than \$50,000. If you choose not to file a completed PUC report, by April 1, 2011, you must file with the Commission a statement signed by a utility official stating your 2010 gross revenues.

Chapter 710 of our rules and regulations requires each public utility to have an annual audit of its accounts done by a qualified independent public accountant in accordance with generally accepted auditing standards¹. In addition, a copy of the auditor's report and the audited financial statements are due by July 1, 2011 if your year ends December 31. If your year ends June 30, the reports are due October 1, 2011. It is important that filings are made to meet the statutory deadlines.

Filing is done through a one-page web process. We have attached an instruction sheet detailing the process to access this web page and file your report and report your revenues electronically.

Any questions or comments regarding the annual report should be directed to Lucretia Smith at 207-287-1383 or Lucretia.Smith@maine.gov. Requests for a hard copy of the form should be directed to Laurel Peaslee at (207) 287-1386 or Laurel.Peaslee@maine.gov. Thank you for your cooperation in this matter.

The Utility Contact Information Sheet, also available electronically on our web page at <http://www.maine.gov/mpuc/online/forms/AnnualReportForms.html> under "All Utilities", is necessary to ensure that the Commission has current points of contact for all utilities in the State. Please complete the form according to its instructions and return it to the Commission, to the attention of Tammy Chamberlain via facsimile (207-287-1039) or mail, by **February 18, 2011**. Questions about the Contact Information Sheet should be directed to Tammy Chamberlain at 207-287-6075 or tammy.chamberlain@maine.gov.

We have also enclosed an updated Contact Protocol containing procedures for all immediate notifications provided to the Commission pursuant to Chapters 130, 200, and 895 of the Commission's Rules and Chapter 2 of the ESCB Rules. Please distribute this Protocol to all personnel responsible for notifying the Commission about emergencies, accidents, safety or security issues, underground facility damage, or service-related failures or outages. **The MPUC contact information attached to the Contact Protocol is confidential and shall not be given out to the public.**

Sincerely,


Karen Geraghty
Administrative Director

Enclosures

¹ The Commission has granted a waiver of this requirement to water utilities with gross revenues of less than \$50,000 except for years that may be used to support a filing to change a utility's rates.